

# TIME SHEET — State of Idaho Judicial Branch

**S = Sick Time**                      **CE = Comp Time Earned**  
**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                      **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**FOR PAY PERIOD BEGINNING**

01/01/11

**ENDING**

01/30/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>							1	
<i>Week 1</i>								
<b>Date</b>	2	3	4	5	6	7	8	
<i>Week 2</i>								
<b>Date</b>	9	10	11	12	13	14	15	
<i>Week 3</i>								
<b>Date</b>	16	17 - HOLIDAY	18	19	20	21	22	
<i>Week 4</i>								
<b>Date</b>	23	24	25	26	27	28	29	
<i>Week 5</i>								
<b>Date</b>	30							
<i>Week 6</i>								

## Justification of Comp Hours:

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*my hours worked for the period indicated.*

Employee Signature

Date

Approved By Supervisor

Date

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

## HR PURPOSES ONLY

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

# TIME SHEET — State of Idaho Judicial Branch

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**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                      **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**FOR PAY PERIOD BEGINNING**

01/31/11

**ENDING**

02/25/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>		31	1	2	3	4	5	
Week 1								
<b>Date</b>	6	7	8	9	10	11	12	
Week 2								
<b>Date</b>	13	14	15	16	17	18	19	
Week 3								
<b>Date</b>	20	21 - HOLIDAY	22	23	24	25		
Week 4								
<b>Date</b>								
Week 5								

## Justification of Comp Hours:

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

Employee Signature

Date

Approved By Supervisor

Date

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

## HR PURPOSES ONLY

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

# TIME SHEET — State of Idaho Judicial Branch

**S = Sick Time**                      **CE = Comp Time Earned**  
**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                      **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**FOR PAY PERIOD BEGINNING**

02/26/11

**ENDING**

03/25/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>							26	
<i>Week 1</i>								
<b>Date</b>	27	28	1	2	3	4	5	
<i>Week 2</i>								
<b>Date</b>	6	7	8	9	10	11	12	
<i>Week 3</i>								
<b>Date</b>	13	14	15	16	17	18	19	
<i>Week 4</i>								
<b>Date</b>	20	21	22	23	24	25		
<i>Week 5</i>								

## Justification of Comp Hours:

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

## HR PURPOSES ONLY

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

## TIME SHEET — State of Idaho Judicial Branch

<b>S = Sick Time</b>	<b>CE = Comp Time Earned</b>
<b>V = Vacation</b>	<b>CU = Comp Time Used</b>
<b>H = Holiday</b>	<b>JD = Jury Duty</b>
<b>HC = Health Care Leave</b>	

**JUDICIAL DISTRICT:**

**EMPLOYEE NAME:**

**FOR PAY PERIOD BEGINNING**

03/26/11

## ENDING

04/22/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>							26	
<i>Week 1</i>								
<b>Date</b>	27	28	29	30	31	1	2	
<i>Week 2</i>								
<b>Date</b>	3	4	5	6	7	8	9	
<i>Week 3</i>								
<b>Date</b>	10	11	12	13	14	15	16	
<i>Week 4</i>								
<b>Date</b>	17	18	19	20	21	22		
<i>Week 5</i>								

***Justification of Comp Hours:***

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

<i>I certify that this is a true and accurate record of my hours worked for the period indicated.</i>		Regular Hours	
		Vacation Leave	
		Sick Leave	
		Health Care Leave (24 hours per calendar year)	
Employee Signature	Date	Holiday	
		Comp Time Used	
		TOTAL HOURS PAID	
Approved By Supervisor	Date	COMP TIME CARRIED FORWARD	
		Comp Time Earned	
		COMP TIME BALANCE	

**HR PURPOSES ONLY**

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

# TIME SHEET — State of Idaho Judicial Branch

<b>S = Sick Time</b>	<b>CE = Comp Time Earned</b>
<b>V = Vacation</b>	<b>CU = Comp Time Used</b>
<b>H = Holiday</b>	<b>JD = Jury Duty</b>
<b>HC = Health Care Leave</b>	

**JUDICIAL DISTRICT:**

**EMPLOYEE NAME:****FOR PAY PERIOD BEGINNING**

04/23/11

## ENDING

05/20/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>							23	
Week 1								
<b>Date</b>	24	25	26	27	28	29	30	
Week 2								
<b>Date</b>	1	2	3	4	5	6	7	
Week 3								
<b>Date</b>	8	9	10	11	12	13	14	
Week 4								
<b>Date</b>	15	16	17	18	19	20		
Week 5								

***Justification of Comp Hours:***

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

<i>I certify that this is a true and accurate record of my hours worked for the period indicated.</i>		Regular Hours	
		Vacation Leave	
		Sick Leave	
		Health Care Leave (24 hours per calendar year)	
Employee Signature	Date	Holiday	
		Comp Time Used	
		TOTAL HOURS PAID	
Approved By Supervisor	Date	COMP TIME CARRIED FORWARD	
		Comp Time Earned	
		COMP TIME BALANCE	

**HR PURPOSES ONLY**

Total Hours Paid X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

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**S = Sick Time**                      **CE = Comp Time Earned**  
**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                      **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**FOR PAY PERIOD BEGINNING** 05/21/11 **ENDING** 06/17/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>							21	
<i>Week 1</i>								
<b>Date</b>	22	23	24	25	26	27	28	
<i>Week 2</i>								
<b>Date</b>	29	30 - HOLIDAY	31	1	2	3	4	
<i>Week 3</i>								
<b>Date</b>	5	6	7	8	9	10	11	
<i>Week 4</i>								
<b>Date</b>	12	13	14	15	16	17		
<i>Week 5</i>								

## Justification of Comp Hours:

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

## HR PURPOSES ONLY

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

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**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                      **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**FOR PAY PERIOD BEGINNING** 06/18/11 **ENDING** 07/15/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>							18	
<i>Week 1</i>								
<b>Date</b>	19	20	21	22	23	24	25	
<i>Week 2</i>								
<b>Date</b>	26	27	28	29	30	1	2	
<i>Week 3</i>								
<b>Date</b>	3	4 - HOLIDAY	5	6	7	8	9	
<i>Week 4</i>								
<b>Date</b>	10	11	12	13	14	15		
<i>Week 5</i>								

## Justification of Comp Hours:

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

## HR PURPOSES ONLY

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_



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**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                      **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**FOR PAY PERIOD BEGINNING**

07/16/11

**ENDING**

08/15/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>							16	
<i>Week 1</i>								
<b>Date</b>	17	18	19	20	21	22	23	
<i>Week 2</i>								
<b>Date</b>	24	25	26	27	28	29	30	
<i>Week 3</i>								
<b>Date</b>	31	1	2	3	4	5	6	
<i>Week 4</i>								
<b>Date</b>	7	8	9	10	11	12	13	
<i>Week 5</i>								
<b>Date</b>	14	15						
<i>Week 6</i>								

## Justification of Comp Hours:

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*my hours worked for the period indicated.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

## HR PURPOSES ONLY

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_



# TIME SHEET — State of Idaho Judicial Branch

**S = Sick Time**                      **CE = Comp Time Earned**  
**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                      **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**FOR PAY PERIOD BEGINNING**

08/16/11

**ENDING**

09/15/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>			16	17	18	19	20	
<i>Week 1</i>								
<b>Date</b>	21	22	23	24	25	26	27	
<i>Week 2</i>								
<b>Date</b>	28	29	30	31	1	2	3	
<i>Week 3</i>								
<b>Date</b>	4	5 - HOLIDAY	6	7	8	9	10	
<i>Week 4</i>								
<b>Date</b>	11	12	13	14	15			
<i>Week 5</i>								

## Justification of Comp Hours:

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

## HR PURPOSES ONLY

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

## TIME SHEET — State of Idaho Judicial Branch

**S = Sick Time**

**CE = Comp Time Earned**

**V = Vacation**

**CU = Comp Time Used**

**H = Holiday**

**JD = Jury Duty**

**HC = Health Care Leave**

**JUDICIAL DISTRICT:**

**EMPLOYEE NAME:**

**FOR PAY PERIOD BEGINNING**

09/16/11

## ENDING

10/15/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>						16	17	
<i>Week 1</i>								
<b>Date</b>	18	19	20	21	22	23	24	
<i>Week 2</i>								
<b>Date</b>	25	26	27	28	29	30	1	
<i>Week 3</i>								
<b>Date</b>	2	3	4	5	6	7	8	
<i>Week 4</i>								
<b>Date</b>	9	10 - HOLIDAY	11	12	13	14	15	
<i>Week 5</i>								

***Justification of Comp Hours:***

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

Employee Signature

Date

Approved By Supervisor

Date \_\_\_\_\_

### Regular Hours

## Vacation Leave

## Sick Leave

**Health Care Leave (24 hours per calendar year)**

## Holiday

**Comp Time Used****TOTAL HOURS PAID****COMP TIME CARRIED FORWARD****Comp Time Earned**

## COMP TIME BALANCE

**HR PURPOSES ONLY**

Total Hours Paid X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

# TIME SHEET — State of Idaho Judicial Branch

**S = Sick Time**                      **CE = Comp Time Earned**  
**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                      **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**FOR PAY PERIOD BEGINNING**

10/16/11

**ENDING**

11/15/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>	16	17	18	19	20	21	22	
<i>Week 1</i>								
<b>Date</b>	23	24	25	26	27	28	29	
<i>Week 2</i>								
<b>Date</b>	30	31	1	2	3	4	5	
<i>Week 3</i>								
<b>Date</b>	6	7	8	9	10	11 - HOLIDAY	12	
<i>Week 4</i>								
<b>Date</b>	13	14	15					
<i>Week 5</i>								

## Justification of Comp Hours:

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

## HR PURPOSES ONLY

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_

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**S = Sick Time**                      **CE = Comp Time Earned**  
**V = Vacation**                      **CU = Comp Time Used**  
**H = Holiday**                      **JD = Jury Duty**  
**HC = Health Care Leave**

**JUDICIAL DISTRICT:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**FOR PAY PERIOD BEGINNING** 11/16/11 **ENDING** 12/15/11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
<b>Date</b>				16	17	18	19	
<i>Week 1</i>								
<b>Date</b>	20	21	22	23	24 - HOLIDAY	25	26	
<i>Week 2</i>								
<b>Date</b>	27	28	29	30	1	2	3	
<i>Week 3</i>								
<b>Date</b>	4	5	6	7	8	9	10	
<i>Week 4</i>								
<b>Date</b>	11	12	13	14	15			
<i>Week 5</i>								

## Justification of Comp Hours:

Date	Comp Hours Earned	Time Worked (ex: 5:00 - 6:00)	Approved By	Details/Justification

*I certify that this is a true and accurate record of my hours worked for the period indicated.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Regular Hours	
Vacation Leave	
Sick Leave	
Health Care Leave (24 hours per calendar year)	
Holiday	
Comp Time Used	
<b>TOTAL HOURS PAID</b>	
<b>COMP TIME CARRIED FORWARD</b>	
Comp Time Earned	
<b>COMP TIME BALANCE</b>	

## HR PURPOSES ONLY

Total Hours Paid \_\_\_\_\_ X \_\_\_\_\_ (hourly rate) = \_\_\_\_\_